

**KINGSTON TOWNSHIP BOARD OF TRUSTEES  
DELAWARE COUNTY, OHIO**

**7:00 P.M. 2017 ORGANIZATIONAL MEETING JANUARY 3rd 2017**

**HELD AT:** Kingston Township Hall, 9899 State Route 521, Sunbury, Ohio.

**ROLL CALL:** Dewey Akers, William Shively, Steve Volpe

**ATTENDANCE:** Robert Talbott Zoning Inspector, Dave Stites Zoning Secretary, Doug Crowl Road Maintenance and Cemetery Sexton-

**CLERK PRESIDES**

**RESOLUTION**

**17-01-01 TRUSTEE CHAIRPERSON NAMED**

The Clerk entertained a motion for Chairperson.

Motion by: Volpe to nominate Shively as Chairperson for 2017

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

Mr. Shively to serve as the **Chairperson for 2017.**

**RESOLUTION**

**17-01-02 TRUSTEE VICE CHAIRPERSON NAMED**

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate Akers as Vice-Chair 2017

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

Mr. Akers to serve as the **Vice Chairperson for 2017.**

**RESOLUTION**

**17-01-03 EXECUTIVE MEMBER NAMED**

Motion by: Shively to nominate Volpe as Executive Member for 2017

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

Mr. Volpe to serve as **Executive Member for 2017**

**Mr. Shively ASSUMES DUTIES AS 2017 CHAIRPERSON**

**RESOLUTION**

**17-01-04**

**APPROVE MEETING AGENDA SUBMISSION  
PROCEDURE AND REQUIRE THREE  
COMPETITIVE PRICE QUOTES SUBMITTED FOR  
ANY PURCHASE OVER \$1,000.00**

Motion: Volpe

Second: Akers

Vote: Shively- yea Akers-yea and Volpe-yea

**NAME DEPARTMENT LIAISONS FOR 2017**

**DEPARTMENT LIAISON DISCUSSION-**

**RESOLUTION**

**17-01-05**

**NAME DEPARTMENT LIAISONS FOR 2017**

Road	n/a
Cemetery	n/a
Fire	Porter-Kingston Fire District
Zoning	n/a

Motion by: Volpe to appoint Mr. Akers to serve as the representative to the Porter-Kingston Fire District Board for 2017.

Second: Shively

Vote: Shively-yea Akers-yea and Volpe-yea.

**DISCUSSION-LEGAL COUNSEL-**

**RESOLUTION**

**17-01-06**

**RENAME TOWNSHIP LEGAL COUNSEL**

Retain the **Delaware County Prosecutor** as the township's legal counsel.

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea- and Volpe-yea.

**DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL**

**RESOLUTION**

**17-01-07**

**RENAME OUTSIDE ZONING LEGAL COUNSEL  
AS NEEDED**

Approve re-hiring of outside Zoning Legal Counsel O'Reilly Law Office, 30 Hill Road South, Suite B, Pickerington, OH 43147. 614-833-3777 at \$150.00 per hour

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea; and Volpe-yea

**RESOLUTION**

**17-01-08**

**NAME REPRESENTATIVE TO ATTEND  
DELAWARE COUNTY HEALTH DISTRICT ADVISORY  
BOARD MEETING**

By statute the **Chairperson** shall attend the annual county health board meeting. If chairperson is unable to attend, Vice Chairman or Executive member shall attend.

Motion by: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea.

**RESOLUTION**

**17-01-09**

**ESTABLISH POLICY FOR INVESTMENT OF  
FUNDS, INTRA FUND TRANSFERS AND  
APPLICATION FOR ADVANCE PAYMENT OF  
TAX SETTLEMENTS FROM COUNTY AUDITOR**

The fiscal officer may need to periodically make intra-fund transfers of money in order to maintain daily operations.

Authorize **TOWNSHIP Fiscal Officer** to invest township funds, make intra fund transfers and apply for advance payments of tax settlements from the Delaware County Auditor.

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea.

**RESOLUTION**

**17-01-10**

**APPROVAL TO AMEND 2017 OFFICIAL  
CERTIFICATE OF ESTIMATED RESOURCES**

The Fiscal Officer reported that the 2017 Official Certificate of Estimated Resources would need to be amended using year-end balances and then submitted to the Delaware County Auditor for approval by the Delaware County Budget Commission.

Fiscal Officer will prepare an **Amended Certificate of Estimated Resources** and submit it to the county auditor for approval.

Motion by: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea .

**RESOLUTION**

**17-01-11**

**APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$228,200.00 based on the 2017 Official Certificate of Estimated Resources as received by the Delaware County Budget Commission and authorize the same to be set as individual temporary appropriations within the funds named. Consideration for individual temporary appropriations to be made based on 2016 actual expense and 2017 projected needs:

<b>General Fund</b>	<b>\$ 87,000.00</b>
<b>Motor Vehicle License Tax Fund</b>	<b>\$ 27,000.00</b>
<b>Gasoline Tax Fund</b>	<b>\$ 77,000.00</b>
<b>Cemetery Fund</b>	<b>\$ 2,700.00</b>
<b>Zoning Fund</b>	<b>\$ 17,000.00</b>
<b>Permissive Motor Vehicle License Tax Fund</b>	<b>\$ 17,500.00</b>
<b>TOTAL</b>	<b>\$ 228,200.00</b>

Motion by: Akers  
 Second: Volpe  
 Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION**

**17-01-12**

**ESTABLISH MEETING SCHEDULE FOR 2017**

Motion by Akers to adopt the following meeting schedule:

<b>Regular Meetings</b>	<b>1st <u>Tuesday</u> of each month with EXCEPTIONS: (All meeting date changes will be advertised) Special Meetings <u>Dates and times to be advertised</u></b>
<b>Year End Meeting Meeting Times</b>	<b>to be determined 7:00 P.M.</b>

Second: Volpe

\*Note that the July 4<sup>th</sup> meeting will be held on Wednesday July 5th 2017

Vote: Shively-yea Akers-yea and Volpe-yea.

**RESOLUTION**

**17-01-12-A**

**In The Matter OF Establishing A Reasonable Method Whereby The Public May Determine The Time And Place Of All Regularly Scheduled Meetings Of The Board And The Time And Place, And Purpose Of All Special And Emergency Meetings Of The Board.**

**See Attached Exhibit "A"**

Vote: Shively-yea Akers-yea and Volpe-yea.

BOARD OF TRUSTEES  
Kingston TOWNSHIP  
DELAWARE COUNTY, OHIO

DATE: January 3, 2017

RESOLUTION NO. 17-01-12-A

**IN THE MATTER OF ESTABLISHING A REASONABLE METHOD  
WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE  
OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD  
AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND  
EMERGENCY MEETINGS OF THE BOARD**

The Board of Trustees of Kingston Township, Delaware County, Ohio  
("Board") met special open session for the annual organizational meeting on the 3rd  
day of January, 2017.

MR. Volpe Moved the adoption of the following Resolution.

**PREAMBLE**

**WHEREAS**, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

**WHEREAS**, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

**RESOLUTION**

**NOW THEREFORE BE IT RESOLVED:**

Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 20 17 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 20 17 :

1. All regularly scheduled meetings of the Board held in 20 17 shall be held in accordance with the following schedule:

Time: 7:00 pm.

Days/Dates: 1st TUESDAY OF EACH MONTH

Place: Kingston Township Building 9899 ST. RT. 521.

Resolution No: 17-01-12.A

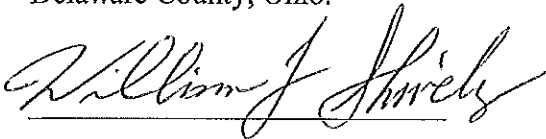
Sunbury, OH 43074

2. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township (, and in Sunbury News).
3. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township's website.
4. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.
5. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.
6. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
7. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
  - A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and,
  - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
  - C. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held.
  - D. If the Board specifically requests notice be published, publish notification as directed by the Board.

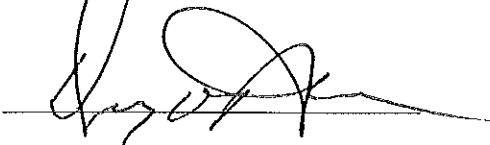
8. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
  - A. Provide notice in writing to the news media that have requested notification; and,
  - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested.
  - C. Prominently post notice of the meeting on the door of the township hall or other location where the meeting is to be held.
  
9. If a meeting is cancelled, the Fiscal Officer shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the township hall or other location where the meeting is to be held and, if the Board maintains a Township website or subsequently establishes a Township website, posting notice of the cancellation on the Township's website.
  
10. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
  
11. This Resolution shall be in full force and effect immediately upon adoption.

Mr. Akers Seconded the motion.

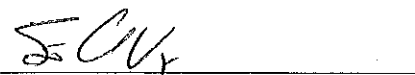
Voted on and signed this 3<sup>rd</sup> day of January, 2017 in Kingston Township, Delaware County, Ohio.



Trustee

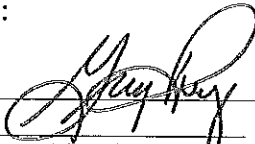


Trustee



Trustee

Attest:

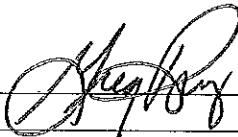
  
\_\_\_\_\_  
Township Fiscal Officer

**CERTIFICATE**

State of Ohio, Delaware County:

I, the undersigned Township Fiscal Officer of Kingston Township, Delaware County, Ohio, certify that the foregoing Resolution No. 12.01.12 is taken and copied from the record of proceedings of the Board, and that it has been compared by me with the Resolution on the record and is a true and accurate copy. I further certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: 1.3.2017

  
\_\_\_\_\_  
Township Fiscal Officer



**RESOLUTION****17-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2017 so resurface planning would be complete before the deadline for participation in the county resurface contract bidding. Currently there were no written road agreements between Berkshire and Kingston Townships for Berkshire Road, and no written agreement between Porter and Kingston Township for Beacom Road, and Stockwell Road. Doug Crowl to be the liaison between Kingston Township and the adjoining townships to discuss any maintenance issues. Chairman to serve as second contact.

Motion by: Akers

Second: Volpe

Vote Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-14 ESTABLISH POLICY FOR PAYMENT OF CONVENTION, MEETING & WORKSHOP EXPENSES**

The township will reimburse township officials, zoning board members and township employees **100% of necessary, normal and customary expenses** for attending conventions, workshops and meetings when official, board member or employee has prior approval of the trustees.

Motion by: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set mileage reimbursement rate as outlined by the IRS Code for 2017, with mileage to be approved by trustees. For the year 2017 the amount will be \$.53.5 (This is down from 2016 rates which was .54)

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-16 RENAME ZONING INSPECTOR, ZONING OFFICE CLERK, AND ZONING BOARD CLERK**

Rename Robert Talbott as Kingston Township zoning inspector, Dave Stites as zoning office clerk, and clerk to the zoning boards. The zoning board clerk will file with the township fiscal officer a quarterly report of the zoning board members' meeting attendance.

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION**

**17-01-17**

**RENAME Kingston Township Board of Zoning  
Commission Board-BZC**

Rename BZC members as follows:

**BZC**

<b>Tom Filbert</b>	<b>Term expires</b>	<b>8-31-17</b>
<b>Rick Giffin</b>	<b>Term expires</b>	<b>8-31-18</b>
<b>Dick Strohm</b>	<b>Term expires</b>	<b>8-31-19</b>
<b>Joey Jerome</b>	<b>Term expires</b>	<b>8-31-20</b>
<b>James Grove</b>	<b>Term expires</b>	<b>8-31-21</b>
<b>Alternate-Position Adam White</b>	<b>Term Expires</b>	<b>8-31-20</b>

Motion by: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea.

**RESOLUTION**

**17-01-18**

**RENAME Kingston Township Board of Zoning  
Appeals Board-BZA**

Rename members to the BZA board as follows:

**BZA**

<b>Bill Hammond</b>	<b>Term expires</b>	<b>12-31-17</b>
<b>Nancy Gogle</b>	<b>Term expires</b>	<b>12-31-18</b>
<b>John Blommel</b>	<b>Term expires</b>	<b>12-31-19</b>
<b>Steve Smith</b>	<b>Term expires</b>	<b>12-31-20</b>
<b>Craig McCord</b>	<b>Term expires</b>	<b>EXPIRED 12-31-16</b>
<b>Alternate-Open Position</b>	<b>Term expires</b>	<b>12-31-20</b>

Motion by: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea.

**RESOLUTION**

**17-01-19**

**APPROVE ADVERTISING ALL VACANT TOWNSHIP &  
EMPLOYMENT AND APPOINTMENT POSITIONS**

*Employment to be advertised in Sunbury News and  
Delaware Gazette*

*Appointments to be posted on Township website and posted in the  
Township Newsletter, and posted on Township Building front door*

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-20 NAME DELAWARE COUNTY REGIONAL  
PLANNING COMMISSION TOWNSHIP  
REPRESENTATIVE AND ALTERNATE**

Name Dave Stites as the township's representative, and zoning inspector Bob Talbott as alternate representative on the Delaware County Regional Planning Commission.

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-21 RESOLUTION  
SET PER MEETING REIMBURSEMENT RATE-  
BZC & BZA BOARD MEMBERS AT \$ 40.00**

Motion by Volpe to set BZC and BZA meeting expense reimbursement at \$40.00 per meeting to be paid quarterly. Zoning Board members may opt out.

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-22 APPROVE WAGE RATES FOR ZONING STAFF**

Motion by Volpe

to adopt the following pay scale for 2017.

	2013	2014	2015	2016	2017
	3%	1.50%	1.50%	1.50%	1.00%
Zoning inspector salary	\$28.92	\$29.35	\$29.79	\$30.24	\$30.54
Zoning assistant inspector/ Zoning secretary	\$24.04	\$24.40	\$24.77	\$25.14	\$25.39
Zoning office clerk/assistant					

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-23 NAME OFFICE HOURS FOR  
ZONING DEPARTMENT**

Establish regular office hours of Thursday 8:00 A.M. to 12:00 Noon each week.

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-24 APPROVE ZONING FEE SCHEDULE**

Akers moved that trustees approve the 2017 zoning fee schedule which is the same as the fees that were adopted 7-5-2011 and submitted by the Zoning Board.

**Zoning fee schedule** \*Fees are posted on township website

**Any fee refunds shall be approved by The Board of Trustees**

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION**

**17-01-25                    RENAME CEMETERY SEXTON**

Rename Doug Crowl as Kingston Township Cemetery sexton. Cemetery Sexton will assume all duties and responsibilities required for the Blue Church Cemetery and Stark Cemetery (Kingston Township portion). Records shall be maintained for all burials and selling of cemetery plots. Duplicate copies shall be given to the fiscal officer for the permanent records.

Motion by: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION**

**17-01-26    SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

	2014	2015	2016	2017	
Cemetery sexton	\$18.30	\$18.57	\$18.85	\$19.04	
	hourly	hourly	hourly	hourly	
Cemetery sexton assistant					
-----					
Cemetery labor			\$ 30.00		per hour
Grave lot sale-township resident at time of sale			\$ 100.00		per lot
Grave lot sale-Kingston Township employee (non-resident)			\$100.00		per lot
Grave lot sale-non-resident of Delaware County			\$ 1,200.00		per lot
Grave lot sale of non-resident of Kingston Township			\$ 500.00		per lot
Open & close-adult grave			\$ 400.00		per opening Mon.-Fri.
Open & close-adult grave			\$ 400.00		per opening Sat., Sun. & Holidays
Open & close-infant grave (hand dig) (limit 2 burials per grave lot)			\$ 200.00		per opening Mon.-Fri.
Open & close-infant grave (hand dig) (limit 2 burials per grave lot)			\$ 200.00		per opening Sat., Sun. & Holidays
Open & close-cremation (hand dig) (Limit 2 burials per grave lot)			\$ 150.00		per opening
Cemetery deed transfer			\$ 25.00		per transfer
Any fee waivers will be approved by the Board of Trustees					

**\* Any Township resident who is a United States military honorably discharged veteran will receive a free cemetery plot (proof of service required)**

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-27****SET FEES FOR CEMETERY MARKER FOUNDATIONS**

**Adopt** the following dimensions and fees for cemetery marker foundations:

Minimum charge	\$ 183.00
Excess of 1 ft. 3 in. x 2 ft. 3 in.	\$ .45 per sq. inch (surface area)
Requests for additional depth	\$ .05 per cu. inch
Foundations to be formed, so as to be level with finished edges 3 to 4 inches above the ground and minimum of 3 inch perimeter on base outside the marker size	
Foundations to be poured to minimum depth of 30 inches below ground	
Exhumation of vault-adult grave	Amount to be determined at Time of service per vault
Exhumation of vault-infant grave	Amount to be determined at Time of Service per vault
Exhumation of cremations	Amount to be determined at Time of Service per removal
Removal of foundation-	Amount to be determined at time of requested removal

\*If amount exceeds \$500.00 prior approval from trustees required.

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-28****APPROVE CEMETERY RULES**

Trustees discussed current cemetery rules. It was agreed to leave the decoration rules the same with winter decorations being allowed from November 1st to April 1st and spring cleanup to begin April 2nd so as to avoid problems with mowing and also not interfere with decorating for Easter.

Motion by: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION**

**17-01-29**

**RENAME ROAD SUPERINTENDENT & SET WAGES AND FEES FOR ROAD DEPARTMENT**

Trustees discussed work hours for the road department.

Approve the following wages and fees for the **Road Department** and rename Doug Crowl as the road superintendent.

1.50% increase for 2014	\$18.30 per hour
1.50% increase for 2015	\$18.57 per hour
1.50% increase for 2016	\$18.85 per hour
1.00% increase for 2017	\$19.04 per hour

**Road Superintendent**

**Road dept. spending limits \$1,000.00 per Month for materials (outside labor to be excluded)**

**Work hours to be Part-Time and as needed and will be compensated for the actual hours worked. A Monthly summary report to be submitted to the trustees on all work performed**

Motion: Volpe

Second: Akers

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION**

**17-01-30**

**TOWNSHIP STATISTICAL INFORMATION FOR 2017**

<b>2017 property valuation</b>	
<b>2016 property valuation</b>	<b>\$76,096,660</b>
<b>2015 property valuation</b>	<b>\$74,144,180</b>
<b>2014 property valuation</b>	<b>\$66,089,550</b>
<b>2013 property valuation</b>	<b>\$65,795,510</b>
<b>Miles of township roads</b>	<b>17.93 MILES</b>

**\* This increased from 17.69 to 17.93 due to the Blue Church Road expansion.**

**Millage Rates-**

<b>General</b>	<b>2.3 inside millage</b>
<b>(reduction factor _____ residential &amp; agriculture</b>	
<b>(reduction factor _____ non-residential</b>	

**Population-2010 census**

<b>-2017 Population Estimate</b>	<b>2281</b>
<b>-2016 Population Estimate</b>	<b>2255</b>
<b>-2015 Population Estimate</b>	<b>2240</b>
<b>-2014 Population Estimate</b>	<b>2240</b>
<b>-2013 Population Estimate</b>	<b>2214</b>

**Trustee salary allowable Per ORC Sections 505.24 and 507.09, township trustee and fiscal officer salaries are based on the annual budget of the township. The increase for 2017 Per HB 64 (131<sup>st</sup> GA) will be 5%. Only those township officials that are elected or appointed after September 29, 2015 are entitled to the increase in 2017, As current officials may not have an interm raise pursuant to the Ohio Constitution.**

<b>Trustee Volpe &amp; Shivley</b>	<b>(based on law change &amp; budget in effect, accepted by Trustee)</b>	<b>\$ 10,288.00 annual</b>
<b>Trustee Akers salary</b>	<b>(based on law change &amp; budget in effect, accepted by Trustee )</b>	<b>\$ 11,342.00 annual</b>
<b>Clerk salary</b>	<b>(based on law change and budget effective April 2016)</b>	<b>\$ 18,717 annual</b>

**Township checking account-Delaware County Bank**

**Township investment account-Star Ohio**

**Road maintenance trucks in service: 1990 International  
1997 International Dump Truck  
1994 Chevrolet PU**

**ODOT CERTIFIED MILEAGE-** ODOT certified mileage and reported to Delaware County Engineer's office on December 31, 2016 Total mileage certified was 17.93 miles

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

## **RESOLUTION**

**17-01-31**

**APPROVE \$912.40**

**2017 EMERGENCY SERVICES FEE ASSESSMENT**

**(2281 x \$.40)**

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee was \$.40 per capita based on a population estimate of 2281

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

## **RESOLUTION**

**17-01-32**

**APPROVE \$1,674.00 -2017 MEMBERSHIP DUES**

**DELAWARE COUNTY REGIONAL PLANNING**

**COMMISSION**

Fiscal Officer presented information that the 2017 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$1,696.00. Fiscal Officer reported the dues are calculated based on a \$1.04 per capita charge for the 2017 estimated population of 2281. There is a credit of \$677.00 for 2017

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-33                      APPROVE \$3,018.27  
-2017 HEALTH DISTRICT APPORTIONMENT**

Fiscal Officer reported the 2017 Health District Apportionment fee for the township had been calculated at \$3,018.27

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****ON HOLD UNTIL FURTHER NOTICE****17-01-34      Reimbursement of Un-reimbursed Health Insurance  
Premium Cost      To be suspended until resolved by Federal and State  
agencies.**

Ohio revised Code 505.601; If a Board of Trustees does not procure an insurance policy or group health care services as provided in section 505.60 of the Revised Code, the board of township trustees may reimburse any township officer or employee for each out-of-pocket premium that the officer or employee incurs for insurance policies described in division (A) of section 505.60 of the Revised Code that the officer or employee otherwise obtains.

Kingston Township has chosen not to procure a health care plan under section 505.60 of the Revised Code and has chosen to reimburse its officers and employees (to include Trustees, Fiscal Officer, Zoning Inspector, Zoning Secretary, Road Superintendent and their spouses) for each out-of-pocket premium that they incur for insurance policies described in division (A) of section 505.60 of the Revised Code that they otherwise obtain. The maximum yearly amount shall not exceed \$4,500.00 per year.

Motion by: Akers

Second by: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-35                      Adopt Public Records Policy of Kingston  
Township, Delaware County, Ohio**

Motion by Akers to adopt the Public Records Policy for 2017 as recommended by the Delaware County Prosecutor.

Second by: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea

**RESOLUTION****17-01-36                      Adopt Kingston Township Personnel Policies  
(Originally adopted May 2009)**

Motion: Akers

Second: Volpe

Vote: Shively-yea Akers-yea and Volpe-yea



**RESOLUTION**

**17-01-37                    Adopt Kingston Township Credit Card Use Policy**

**The Kingston Township Credit Card Policy established guidelines for the use of credit cards issued by the Township. This policy provides internal controls to ensure that employees comply with all applicable laws. This Resolution supersedes any previously issued credit card policies or resolutions. See Attached Exhibit "B".**

Motion: Akers  
Second: Volpe  
Vote: Shively-yea Akers-yea and Volpe-yea.

**RESOLUTION**

**17-01-38    Adopt Resolution for Insurance Deductible**

**Motion by Volpe to authorize Kingston Township to pay any insurance deductible up to \$1,000.00. Second by Akers.**

Vote: Shively-yea Akers-yea and Volpe-yea



Chairman




Vice Chairman



Trustee

ATTEST:

  
Greg Roy, Fiscal Officer

Kingston TOWNSHIP, DELAWARE COUNTY, OHIO  
CREDIT CARD USE POLICY

**I. DEFINITIONS**

- A. Board. Board means the Board of Trustees of Kingston Township, Delaware County, Ohio.
- B. Credit Card. Credit Card means a credit card, debit card, charge card, or other similar financial transaction device, regardless of Issuer, issued to or held in the name of the Board and/or Township that is used as a method or means of payment, whether at the point of purchase, via internet, by telephone, or by any other means, for obtaining goods and/or services on credit or by deducting the value of the transaction directly from an account held in the name of the Board or Township with a bank, savings and loan, credit union, or other financial institution.
- C. Credit Card Information. Credit Card Information includes, but is not limited to, the Credit Card number, expiration date, security code, passwords, and any and all other similar numbers, codes, words, and/or other information used to identify the Credit Card, make purchases and/or access credit using the Credit Card, and/or access the Credit Card account.
- D. Employee. Employee means all officers, elected officials, trustees, fiscal officers, employees (fulltime or part-time), seasonal employees, and/or appointees of the Township.
- E. Fiscal Officer. Fiscal Officer means the Fiscal Officer of Kingston Township, Delaware County, Ohio.
- F. Issuer. Issuer means a bank, savings and loan, credit union, other financial institution, or vendor (i.e. store or gas station) that issues the Credit Card.
- G. Personal Expense. Personal Expense means any cost or expenditure other than a Work-Related Expense.
- H. Policy. Policy means this Credit Card Use Policy.
- I. Township. Township means Kingston Township, Delaware County, Ohio.
- J. Work-Related Expense. Work-Related Expense means any cost or expenditure of Township funds authorized by the Board and related to the official business of the Township.

**II. SCOPE**

This Policy applies to all Employees.

### III. PURPOSE

Credit Cards allow Employees to pay allowable Work-Related Expenses effectively and efficiently. The purpose of this Policy is to establish consistent rules and regulations for the proper, safe, and secure use of Credit Cards by Employees.

### IV. EFFECTIVE

- A. This Policy shall be in full force and effect immediately upon adoption and shall remain effective until repealed or superseded.
- B. This Policy supersedes any previously issued credit card use policy or other policy or writing regarding the use of Credit Cards.

### V. AUTHORITY

Pursuant to R.C. § 505.64, the Board may authorize an Employee of the Township to use a Credit Card to pay for Work-Related Expenses.

### VI. COMPLAINT

All Employees authorized to use a Credit Card are responsible for compliance with this Policy and shall comply with this Policy.

### VII. PROCEDURE

- A. Only the Board, in its sole discretion, may authorize an Employee of the Township to be issued, hold, and/or use a Credit Card. Such authorization shall be by resolution. (See R.C. § 505.64(A)).
- B. Pursuant to R.C. § 507.11(A), the Board may authorize, by resolution, individual Employees to incur obligations of two thousand five hundred dollars (\$2,500.00) or less on behalf of the Township. The established dollar limit of such authority shall apply to the aggregate of all obligations, including Credit Card transactions, incurred and outstanding at any one time by the Employee. The obligations incurred on behalf of the Township by an Employee acting pursuant to any such resolution shall be subsequently approved by the adoption of a formal resolution of the Board.
- C. The transaction dollar limit for any single charge on a township credit card is ONE Thousand dollars (\$ 1,000.00). In the event of an emergency, the employee shall notify the Fiscal Officer prior to purchase if the One Thousand dollars (\$ 1,000.00) transaction dollar limit is exceeded.
- D. The Fiscal Officer is responsible for overseeing all Credit Cards, including, but not limited to, the following:

1. Upon authorization of the Board, obtaining Credit Cards from the Issuer and issuing such Credit Cards to the authorized Employees;
  2. Accounting for Credit Cards issued to Employees, to include, but not limited to, maintenance of a list of Employees who have been issued a Credit Card, the Issuer of such Credit Card and the Credit Card number, security code, and expiration date, the credit limit on such Credit Card, the date the Credit Card was issued to the Employee, the contact telephone number for the Issuer listed on the Credit Card, and the date the Employee returned the Credit Card;
  3. Monitoring usage of Credit Cards issued to Employees, to include, but not limited to, reviewing all Credit Card statements as soon as possible to ensure compliance with this Policy;
  4. Assuring that funds to pay expenses incurred by use of a Credit Card are appropriated for such purpose and allocated to the correct Township fund;
  5. Immediately reporting to the Board any unauthorized charges, charges for Personal Expenses, or other charges that are inconsistent with this Policy;
  6. Responding per this Policy to reports of loss, theft, fraud, or possible unauthorized use of a Credit Card; and,
  7. Generally overseeing compliance with this Policy.
- E. The debt incurred as a result of the use of a Credit Card shall be paid from moneys appropriated by the Board for such expenses. (See R.C. § 505.64(A)).
- F. In accordance with R.C. § 505.11(B)(1), no money belonging to the Township shall be paid out, except upon an order signed by at least two (2) of the township trustees, and countersigned by the Fiscal Officer. This includes money paid to Issuers (i.e. bank, savings and loan, credit union, or other financial institution) to satisfy obligations incurred on a Credit Card.
- G. When applicable, as required by R.C. § 5705.41(D), the Fiscal Officer shall certify the existence of sufficient unencumbered funds to pay for expenditures made by Credit Card.
- H. Credit Card balances shall be paid in-full each month so as not to incur interest or late fees. Credit Cards shall not be used to defer all or any part of the purchase price or create an installment payment plan for any expenditure. (See OAG 84-050).
- I. The Board is and shall remain the holder of all Credit Cards issued to the Board. The Credit Cards remain the property of the Issuer.
- J. All department heads and supervisors are responsible to ensure that personnel under their supervision are adequately trained, fully understand, and comply with this Policy.

## VIII. USE

- A. Credit Cards shall **ONLY** be used to pay for Work-Related Expenses authorized by the Board pursuant to R.C. § 507.11.

- B. Employees are responsible for assuring funds for any Credit Card expenditure or purchase have been properly appropriated by the Board for the expenditure or purchase prior to using the Credit Card.
- C. Employees shall obtain from the vendor and produce to the Fiscal Officer a receipt for all expenditures or purchases made using a Credit Card. The receipt shall be provided to the Fiscal Officer at or prior to the next Board meeting following the expenditure or purchase.
- D. Use of a Credit Card is an expenditure of Township funds. Employees should use common sense and follow the same procedures as used with all expenditures of Township funds.
- E. Employees shall not allow anyone else, including other Employees, to use the Credit Card.
- F. Employees shall not intentionally destroy the Credit Card. When the Credit Card expires, is no longer needed, or upon termination of employment or service with the Township, Credit Cards shall be returned to the Fiscal Officer.
- G. Credit Cards shall **NOT** be used to pay for any expense not approved by the Board or any unauthorized expense.
- H. Credit Cards shall **NOT** be used to pay for any Personal Expense or for any personal purpose or purchase.
- I. Credit Cards shall **NOT** be used to obtain cash advances, cash withdrawals, or to obtain cash back from a transaction.
- J. Credit Cards shall **NOT** be used to obtain personal services.
- K. Credit Cards shall **NOT** be used to pay for entertainment, except as otherwise authorized by the Board.
- L. Credit Cards shall **NOT** be used to purchase alcohol or tobacco.
- M. Credit Cards shall **NOT** be used for casino gaming, betting, wagering, or gambling and shall not be used to obtain cash advances for such purposes.
- N. Credit Cards shall **NOT** be used for any purpose or to pay for any expense prohibited by federal or state law or by any Township policy or practice. This includes the payment of state sales tax of which townships are exempt. The Fiscal Officer will provide each employee with a "Sales and Use Tax Blanket Exemption Certificate" to present to the vendor. Employees will be personally responsible for the payment of sales taxes when using the Credit Card.
- O. Credit Cards shall be used in accordance with all applicable Credit Card rules and regulations and in accordance with all state and federal laws.

## **IX. SECURITY**

- A. Employees shall only disclose Credit Card Information as is necessary or to make an authorized expenditure or purchase. Credit Card Information shall not be disclosed to any unauthorized person or entity. Questions regarding disclosure of Credit Card Information should be directed to the Fiscal Officer.
- B. Employees shall keep secure and protect all Credit Card Information from unauthorized disclosure and shall maintain such information as confidential as it if were the Employee's own personal credit card information.
- C. All Credit Card transactions shall be reviewed by the Board and Fiscal Officer.
- D. All online or internet expenditures or purchases using a Credit Card shall only be made using a computer protected by updated and current anti-virus/anti-malware software and only through a secure network where transmitted information is encrypted.
- E. An Employee who is authorized to use a Credit Card and who suspects the loss, theft, fraud, or possibility of unauthorized use of the Credit Card shall verbally notify the Fiscal Officer immediately after the suspected loss, theft, fraud, or possibility of unauthorized use becomes known to the Employee. Upon receipt of such notice, the Fiscal Officer shall immediately take any action that the Fiscal Officer considers prudent and necessary to prevent or arrest any possible or additional unauthorized use of the Credit Card including, but not limited to, notifying the Issuer and/or law enforcement, as appropriate, and shall notify the Board of such action.

The Employee shall immediately follow verbal notice to the Fiscal Officer by written notice to the Board of the suspected loss, theft, fraud, or possible unauthorized use. The Fiscal Officer should be copied on such notice. The Employee may be held liable in person and upon any official bond the Employee has given to the Township for up to fifty (\$50) dollars in unauthorized debt incurred before the Board receives such notification. (See R.C. § 505.64(C)).

- F. The Employee shall fully cooperate in any investigation by the Board, the Issuer, and/or law enforcement of any loss, theft, fraud, or possible unauthorized use of the Credit Card.

## **X. MISUSE**

- A. Employees shall be liable in person and upon any official bond the Employee has given to the Township for the unauthorized use of a Credit Card. The Delaware County Prosecuting Attorney shall recover the amount of any unauthorized expenses incurred by the Employee and associated costs by civil action in any court of appropriate jurisdiction. Neither R.C. § 505.64 nor this section limit any other liability of an Employee for unauthorized use of a Credit Card. (See R.C. § 505.64(B)).

- B. Misuse of a Credit Card by an Employee is a violation of R.C. § 2913.21 and may be a violation of other federal and/or state criminal laws and will be prosecuted accordingly. (See R.C. § 505.64(D)).
- C. In addition to any criminal charges and/or any civil actions for recovery, an Employee that misuses a Credit Card or uses a Credit Card in violation of this Policy or to pay for a Personal Expense may be subject to appropriate discipline as solely determined by the Board, up to and including termination.

## **XI. TERMINATION OF EMPLOYMENT**

- A. An Employee shall not use a Credit Card after termination of the Employee's employment or service with the Township.
- B. Upon termination of employment or service with the Township, an Employee shall immediately return and relinquish any Credit Card in the Employee's possession to the Fiscal Officer.

## **XII. DISTRIBUTION AND ACKNOWLEDGMENT**

This Policy shall be distributed to all Employees authorized to use a Credit Card. Each Employee shall complete, sign, and return Appendix A to the Fiscal Officer prior to using a Credit Card. The Fiscal Officer shall hold and maintain the signed Appendix A for as long as the Employee remains an official of and/or is employed by or in the service of the Township and, in addition thereto, in accordance with the applicable retention schedule.

**POLICY DATE:** January 3, 2017

Kingston BOARD OF TRUSTEES  
TOWNSHIP, DELAWARE COUNTY OHIO

DATE: January 3, 2017

RESOLUTION NO. 17.01.37

**IN THE MATTER OF ADOPTING A CREDIT CARD USE POLICY**

The Board of Trustees of Kingston Township, Delaware County, Ohio  
("Board") met in regular open session on the 3rd day of January, 2017.

MR. AKERS Moved the adoption of the following Resolution.

**PREAMBLE**

**WHEREAS;** it is desire of the Board to adopt a policy for use of credit cards issued in the name of the Board and/or Township.

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**

1. The Board hereby adopts the attached Credit Card Use Policy ("Policy"). (See Exhibit A).
2. The Board finds such Policy to be needed and reasonable.
3. In so adopting such Policy, the Board hereby rescinds any and all previously adopted policies regarding the use of credit cards issued in the name of the Board and/or Township.
4. The Policy shall be in full force and effect beginning on the date of adoption of this Resolution
5. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.

Resolution No: 17.01.37  
Credit Card Use Policy  
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6. This Resolution shall take effect immediately upon adoption.

Mr. Volpe Seconded the motion.

APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF January, 2017 BY:

BOARD OF Kingston TOWNSHIP TRUSTEES  
DELAWARE COUNTY, OHIO

William J. Shely

Trustee

[Signature]

Trustee

[Signature]

Trustee

Kingston Township Hall  
9899 ST. RT. 521  
SUNBURY, OH 43094

Attest by Township Fiscal Officer

[Signature]

KINGSTON Township Fiscal Officer  
Delaware County, Ohio

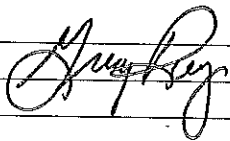
Resolution No: \_\_\_\_\_

Credit Card Use Policy

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State of Ohio :  
Delaware County :

I, the undersigned Fiscal Officer of Kingston Township, Delaware County, Ohio, hereby certify that the foregoing Resolution No. 17.01.37 is taken and copied from the record of proceedings of the Board of Trustees of Kingston Township, Delaware County, Ohio, and that it has been compared by me with the resolution on the record and is a true copy. Further, I certify that the adoption of such resolution occurred in an open meeting held in compliance with R.C. § 121.22.

 \_\_\_\_\_  
Date 1.3.2017

\_\_\_\_\_ Township Fiscal Officer